Instructor

Joe LeClair - *VTrans Information Technology Specialist (IT guy) Joe has 20 years of state government experience as well as 20 years in the military.*

Joe served 16 years in Europe and he retired as the Sergeant Major in 1992. He is a self taught IT professional, in the early 70's he started to take apart Atari game consoles. He also helped the Army convert its personnel and training system from paper to computer.

Joe believes when a person understands how something works, it is easier to learn and use.

About

This workshop will provide the basic operation of a computer. Joe believes in learning through discussion rather than structured book learning. He will make sure the subjects are relevant to the people in attendance.

Learning Objectives:

- Getting Around the Desktop
- Personalizing Your PC
- Find Your Files
- Learn how the Internet works
- Learn how to buy the right computer for your needs

REGISTER ONLINE AT:
www.localroads.vermont.gov

MAIL TO:
Vermont Local Roads Program
VTrans Training Center
1716 US Route 302
Berlin, VT
05633-5002

Fax:
802-828-1932

Questions please call:
802-828-3537 or 802-828-3768

Class Running Time

8:00 - 8:30 am: Registration

8:30 am: Workshop Begins

12:00 - 12:30 pm: Lunch (provided by VLR)

2:00 pm: Workshop Ends

Locations

Tuesday - April 12, 2016
Bennington VTrans Garage

Tuesday - April 19, 2016
Derby VTrans Garage

Tuesday - April 26, 2016
Colchester VTrans Garage

Tuesday - May 3, 2016
Mendon VTrans Garage

Audience

This workshop is designed for employees that would like to understand how a computer works from the time you turn it on until you turn it off.

Computer Basics
Roads Scholar Workshop:
6 Technical Hours

Vermont Local Roads

Disclaimer: The town acknowledges and accepts that its participating representatives are acting in their scope of employment while attending this workshop.

Cancellation Policy

If you need to cancel your registration, please call us since we often have waiting lists for classes. Someone may substitute for you at any time. We will notify registrants if the workshop needs to be cancelled for any reason. If you have any concerns about the weather or other circumstances that may affect the workshop please call 802-828-3537.

Photos/Videos: By registering for this workshop, you understand and agree that VLR will be taking photos and may publish them in any format or media without additional permission from you if you are in the photo.

2016 workshop series presented by the Vermont Local Roads Program.

Sponsored jointly by the Federal Highway Administration and the Agency of Transportation.

VERMONT LOCAL ROADS

U.S. Department of Transportation
Federal Highway Administration

VTrans *Working to Get You There*
Vermont Agency of Transportation
TRAINING CENTER

Please register me for the " *Computer Basics* " workshop:

Email _____

Area Code/Phone _____

Municipality/District/Agency _____

Town Address _____

Name _____

☐ Tuesday, April 12, 2016 - Bennington VTrans Garage, 359 Bowen Rd, Bennington, VT

☐ Tuesday, April 19, 2016 - Derby VTrans Garage, 4611 US Route 5, Derby, VT

☐ Tuesday, April 26, 2016 - Colchester VTrans Garage, 189 Troy Avenue, Colchester, VT

☐ Tuesday, May 3, 2016 - Mendon VTrans Garage, 61 Valley View, Mendon, VT

Vermont Local Roads Program | VTrans Training Center | 1716 US Route 302 | Berlin, VT 05633-5002